



PHILIPPINE NATIONAL OIL COMPANY
PNOC Building VI, Energy Center
Rizal Drive, BGC, Taguig City
Tel. No.: 8789 - 7662
www.philgeps.gov.ph / www.pnoc.com.ph

REQUEST FOR QUOTATION / PROPOSAL

The PHILIPPINE NATIONAL OIL COMPANY (PNOC) through its Bids and Awards Committee (BAC), invites all interested and PhilGEPS-registered suppliers / contractors / consultants to submit quotations / proposals for the following company requirements:

Date : **17 October 2024**
Project Title : **Supply and Delivery of Christmas Package for PNOE Employees**
Reference No. : **2024-10-166**
Total ABC : **PhP 973,637.20**
Submission Deadline : **29 October 2024 / 09:00 AM**
Place of Delivery : **PNOC-Main Office, BGC, Taguig City**

Accomplished **Price Quotation/Proposal and Compliance Form** together with below listed documentary requirements and information may be submitted via:

Electronic Mail; Password-protected PDF copy to email
or address: newprocurement@pnoc.com.ph

Physical Submission Sealed envelope to PNOE Procurement Management Division at the above address

Documentary Requirements:

- Mayor's/Business Permit
- PhilGEPS Registration Number
- Latest Income/Business Tax Return
- Notarized Omnibus Sworn Statement - Annex "A" (Unnotarized copy may be submitted prior to submission deadline, but the notarized one shall be submitted after award or before payment)
- Price Quotation/Proposal and Compliance Form

The PNOE reserves the right to accept or reject any or all quotations/proposals or parts thereof, to waive formality therein or to accept such or to award any that are considered most advantageous to the company.

For any clarification, you may contact the Procurement Management Division at (02) 8789-7662 or send email to newprocurement@pnoc.com.ph / crgervacio@pnoc.com.ph.

Thank you.


ATTY. JOSEPHINE CASSANDRA J. CUI
Chairperson
Bids and Awards Committee





PRICE QUOTATION / PROPOSAL AND COMPLIANCE FORM

Supply and Delivery of Christmas Package for PNOC Employees

ITEM NO.	UOM	TECHNICAL SPECIFICATION/S	QTY	UNIT PRICE (P)	TOTAL AMOUNT (P)
1	bottle	Coffee, Medium Roast, 200 grams	143		85,800.00
2	bottle	Coffee, Medium Roast, 100 grams	129		40,032.57
3	pouch	Coffee Creamer, 400 grams	272		31,280.00
4	pack	Salad Macaroni, 400 grams	272		20,258.56
5	pouch	Mayonnaise, 470 ml	143		28,009.41
6	can	Pineapple chunks in syrup, 822 grams	272		27,472.00
7	can	Fruit cocktail in heavy syrup, 822-825 grams	272		51,250.24
8	pack	Spaghetti noodles, 900 grams	415		45,207.38
9	pack	Spaghetti sauce, 900 grams	415		41,292.50
10	can	Luncheon meat, 340 grams	272		58,390.24
11	can	Corned Beef, 380 grams	272		49,920.16
12	pack	Milk Chocolate Kisses, 226 grams	143		37,537.50
13	pack	Original Cookie Family Size, 515 grams	143		55,090.75
14	piece	Fiesta Ham, 1kg	286		174,174.00
15	piece	Jamon de Bola, 1kg	129		48,117.00
16	can	Crema-Asada 2-in-1 Creamer, 370 ml	129		6,824.10
17	piece	Cheese Ball, 600 grams	143		104,954.85
18	piece	Eco bag, 24 x 9.5 x 15	415		24,761.62
19	can	Sweetened condensed creamer, 1.27 kgs	143		24,774.75
20	box	Cheese, 430 grams	129		18,489.57

Total amount of ABC: PhP 973,637.20

Delivery Schedule:	Within Fifteen (15) Calendar Days upon receipt of Purchase Order (PO).
Delivery Place:	PNOC-Main Office, BGC, Taguig City
	Quoted price should be VAT inclusive.
	Awarding on per item basis/one (1) item

TERMS AND CONDITIONS

1. Payment Terms: Government Terms - full payment upon completion of delivery/implementation, or subject to the conditions specified in the Scope of Works/Activities or Terms of Reference.
2. All entries shall be typed or written in a clear legible manner.
3. Bidder shall offer one (1) bid only. Alternative bids shall be rejected.
4. All prices offered herein are valid, binding and effective for THIRTY (30) calendar days upon issuance of this document.
5. As a general rule, price quotations to be denominated in Philippine Peso shall include all taxes, duties and/or levies payable.

6. In case of tie quotations, tie breaking shall be on draw lots or toss coin.
7. In case supplier pro forma quotation is submitted, conditions will be governed by the submitted signed Terms of Reference / Technical Specifications Sheet.
8. During evaluation of quotation/proposal, the project proponent may require additional documents to verify, validate and ascertain the compliance of the supplier/contractor or consultant.
9. Liquidated damages shall be imposed pursuant to Section 68 of the Revised IRR of RA 9184.

We undertake, if our Proposal is accepted, to supply/deliver the goods/services in accordance with the specifications and/or delivery schedule.

We agree to abide by this quotation/proposal for a period of thirty (30) calendar days, which is the price's validity period and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

We acknowledge that failure to password-protect/seal our proposal/quotation or submitting it late will result in automatic disqualification.

Until a Contract or a Purchase Order is executed, this Quotation/Proposal shall be binding upon us. We understand that you are not bound to accept the lowest or any Proposal you may receive.

Signature over Printed Name : _____

Designation / Position : _____

Name of Organization : _____

Address : _____

Telephone/Mobile No. : _____

Email Address : _____

TIN : _____

PhilGEPS Registration Number : _____

INSTRUCTIONS AND PROCEDURES FOR ONLINE SUBMISSION OF QUOTATIONS/PROPOSALS FOR SMALL-VALUE PROCUREMENT

1. Interested bidders must submit proposal/quotation in a single file password-protected portable document (PDF) format via email address newprocurement@pnoc.com.ph **without giving the password yet.**

File format should be:

RFQREFERENCENO_NAME OF THE COMPANY_passwordprotected.pdf
Example: RFQ202401001_XYZCompany_passwordprotected.pdf

Note: RFQ Reference Number is located at the front page of the request for quotation.

Email Format Instructions:

- a. The subject line must indicate the RFQ Reference Number
- b. The email body must include the following details:
 - i. Project Title
 - ii. Name of the company and its authorized representative
 - iii. Contact details such as telephone/mobile number and email address

Proposal/quotation must be in a single PDF file only and must not exceed 25 MB.

2. Bidders will be immediately notified via email of the receipt of the proposal/quotation.
3. Proposal/quotation not password-protected and/or submitted late based on system timestamp will be automatically disqualified.
4. A bid opening will take place immediately after the deadline through video conferencing. The meeting link will be sent to participating bidders.
5. For proposal/quotation submitted online, the bidder shall provide the password of the file password when requested via the chat box or call/SMS during the bid opening.
6. Upon opening, the BAC shall verify the presence or absence of the specified requirements in the quotation/proposal. All eligible quotations/proposals will undergo further evaluation.
7. The award of contract shall be made to the Lowest Calculated Responsive Quotation or Highest Rated Responsive Bid, which complies with the minimum technical specifications and other terms and conditions. The result will be posted on the website and the official social media sites of PNOC.